



Office of the City Clerk

Weekly Report – for Week Ending December 1, 2017

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

An audit initiation meeting was held on November 28 with Los Angeles Unified School District (LAUSD) auditors for the review of the 2017 LAUSD Election Invoice.

During Thanksgiving week, the Outreach Team staffed four community events including an event at a homeless shelter in CD 1, events at St. Barnabas (CD 13) and Canoga Park Senior Centers (CD 3) and one event at the Walker Temple AME Church (CD 9). To date, 1,356 young adults ages 16-17 have been pre-registered to vote, along with 1,755 adult voters, for a total of 3,111 registrations.

Business Improvement Districts (BIDs)

On November 29, the public hearing was held and Council adopted the Ordinance of Establishment for the reconfirmation of assessments for the Wilshire Center Business Improvement District.

A pre-proposal conference was held on November 29 for the Public Information Campaign Request for Proposal.

Neighborhood Councils (NC)

Notices have been issued to NCs regarding improper use of their credit cards, overdue receipts not uploaded into the funding portal, and missing monthly expenditure reports. The new online system has dramatically reduced the incidents of untimely reporting from last fiscal year.

Funding System training was held November 30 in the South LA region marking the 19th training session held this fiscal year for over 180 NC Treasurers and funding representatives. 100% of the NCs have complied with the NC Funding training requirement to expend funds on behalf of their organization.

Records Management Archival Activity

The CLA's office researched a commendatory resolution from 1996. A private citizen researched a commendatory resolution from 1978. Documentarians from Austin, Texas have requested access to our LAPD film and video collection in connection with a pending project on Patty Hearst.

Systems

Staff met with the Department of Neighborhood Empowerment (DONE) to revise the Council boundary mapping verification process. In order to provide Neighborhood Council (NC) voters with an accurate ballot for their Council area, the database needs to have up-to-date maps and boundaries. As there are constant changes by each NC to their official by-laws, a new process is being developed to allow for the quickest turnaround time in handling and verifying the updates.

Novus Solutions is working with staff on modifying export files in preparation for the Committee Electronic Kiosk Speaker Card roll out. The Planning & Land Use Management Committee will be the first Committee to use the Electronic Kiosk Speaker Card, scheduled for December. The remaining 15 Council committees will follow in January. This paperless implementation will completely replace the traditional paper-based speaker card process.